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c. **SUPPLEMENTAL PER DIEM (REPRESENTATION).** For supplemental per diem that may be granted as part of a representation allowance, see HR

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**10. ADVANCES.** An employee authorized to perform official travel may be authorized an advance of Government funds in an amount estimated to cover travel, transportation, and incidental costs to be paid by the traveler and per diem while in an official travel status or on a temporary-duty assignment, provided the estimated sum is in excess of \$25.

# **11. SHIPMENT AND STORAGE OF EFFECTS**

## **a. SHIPMENT OF EFFECTS**

(1) **WHEN AUTHORIZED.** Shipment of household and personal effects is authorized:

- (a) As stated in paragraph 5a above, and
- (b) When storage at Government expense is authorized from permanent duty post to nearest adequate storage facility and thence to any subsequent permanent duty posts.

## **(2) ALLOWABLE SHIPPING EXPENSES**

(a) Shipments to, from, or between posts abroad shall be made by any common carrier other than air, unless air transportation is specifically authorized, is more economical, or no other common carrier is available. If no common carrier is available, shipment may be made by any available means. Allowable expenses include, in addition to transportation, the cost of packing, crating, unpacking, uncrating, cartage, hire of lift vans, handling into and out of quarters or place of storage, tonnage fees, storage en route, unavoidable demurrage, necessary services of customs brokers, and all similar, necessary expenses within the following weight limitations.

### **(1) Weight Table**

Grade (or Salary Equivalent)	Net Weight	
	With Dependents	Without Dependents
GS-16-18	11,000	7,000
GS-13-15	10,000	6,250
GS- 9-12	8,500	5,500
GS- 8 and below	7,000	4,500

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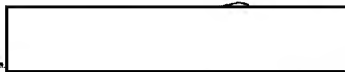
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- (b) For shipments between domestic posts, allowable expenses will be computed on the basis of commuted rates prescribed in Bureau of the Budget Circular A-37 (attachment 3) for the weight actually shipped, not to exceed 7,000 pounds net when dependent travel is authorized or 2,500 pounds net when dependent travel is not authorized. When employees without immediate families own household goods and personal effects in excess of 2,500 pounds net weight as a result of their former status as part of a larger household, the total amount up to the maximum of 7,000 pounds net weight may be allowed when the authorizing official determines that unusual hardship would result from application of the 2,500 pound limit.
  - (c) Notwithstanding any other provision of this regulation, no employee shall be subjected, while away from headquarters, to a shipping weight limit lower than that applicable to him at the time of his departure from headquarters, except if occasioned by assignment to a post where Government furniture is provided, in which instance excess within the limit applicable at the time of departure may be shipped for storage at Government expense in accordance with this regulation.
  - (d) Excess effects shipments (weight) may be charged against unused baggage allowance (see paragraph 11d below).
  - (e) Chiefs of Station or Base may be authorized, if required for representational purposes, additional shipping weight allowances. Such authorizations may be made by only a Deputy Director or a single senior subordinate designated by him.
- (3) TEMPORARY STORAGE
- (a) Temporary storage of effects is authorized upon assignment or transfer to or from a new post abroad from the date of the employee's departure and for not to exceed three months after his arrival at the new post or until the establishment of residence quarters, whichever is sooner. In connection with separations, temporary storage is authorized for a period not to exceed three months from date of separation. When both the points of origin and destination are domestic, reimbursement shall be at the commuted rates provided in Bureau of the Budget Circular A-37 (attachment 3) and the maximum period shall be sixty days. When, in the opinion of the authorizing official, an extension of the period of temporary storage is necessary because of security, cover, or operational circumstances, he may authorize or approve it.
  - (b) Temporary storage of effects is authorized during periods when the employee is absent from his post of assignment abroad under orders, but not concurrently with a quarters allowance or provision of quarters.
- (4) LOSSES
- (a) The Agency is not responsible for and will not bear the expense of damage to or loss of effects shipped or stored. Such expense is personal to the employee and is a matter between him and the carrier, insurer, etc. Likewise, insurance of effects shipped or stored is a personal expense of the employee. The Agency recommends such insurance.

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- (b) The equivalent of the amount of effects totally lost through military action, theft, fire, shipwreck, or other violent cause, while in transit at Government expense, may be reshipped at Government expense.
- (c) General-average contributions in connection with effects shipped at Government expense may be reimbursed in accordance with Executive Order 10614 dated 25 May 1955.

(5) **ELECTIVE ALTERNATIVES.** An employee may elect, without amendment to the travel order, to ship effects by means not usually employed, or to or from a point not specified in the travel order, provided the actual origin or the actual destination is that authorized and further provided that, on transfers from a domestic post to a post abroad, effects may not be shipped to points other than the prospective post or the place of storage. Reimbursable costs will not exceed those which would have been incurred had shipment been made in one lot by transportation means usually employed and between the points specified in the travel order.

**b. STORAGE OF EFFECTS IN LIEU OF SHIPMENT**

- (1) **WHEN AUTHORIZED.** Within the weight limits specified in paragraph 11a(2)(a)(1) above, employees traveling PCS to posts abroad are authorized storage in lieu of shipment of all or any portion of their effects as defined in paragraph 4g(1)(b) above. If the combined weights of effects shipped and stored exceed the weight limit specified in paragraph 11a(2)(a)(1) above, the excess shall be attributable to storage except where the amount shipped exceeds the maximum weight allowance of the employee.
- (2) **ALLOWABLE STORAGE EXPENSES.** Allowable storage expenses will include the cost of necessary packing; cartage to and from quarters or shipping terminal; warehouse labor; storing clothes, rugs, and tapestries in special facilities and unpacking after storage. Special handling and additional protection for articles of unusual value will be at the expense of the employee unless the authorizing official determines that it would be inappropriate to ship them.
- (3) **PLACE OF STORAGE.** Effects may be stored at a place of the employee's choosing but this shall not be construed as authorizing shipment at Government expense to the place of storage unless this is allowable under paragraphs 11a(1)(b) or 11a(2)(c) above.

**c. ADVANCE SHIPMENT OR STORAGE**

- (1) Effects may be placed in shipment or storage in lieu of shipment not to exceed 30 days in advance of departure, after transfer by personnel action or travel order. Before issuance of a personnel action or travel order, shipment may be authorized when:
  - (a) Warranted by local conditions, such as prevalence of disturbed conditions and possibility, though indefinite, of danger to property without sufficient advance warning for its evacuation.
  - (b) Such shipment is for the convenience, or in the interest, of the Government.
  - (c) The shipment is in conjunction with the authorized advance return of dependents.
- (2) Advance shipments, made for the convenience of the employee, may be reimbursed, as appropriate, when the travel order is issued. When partial shipments are made for the convenience of the employee, reimbursement shall not exceed the cost which would have been incurred had the effects been shipped in one lot.

Revised: 25 July 1962

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*29 April 63*

**d. SHIPMENT OF BAGGAGE.** Shipment of baggage and allowance of expenses therefor shall be in accordance with section 5, SGTR, and in addition, each traveler is hereby authorized to ship 300 pounds of unaccompanied baggage by surface transportation or freight. If air travel is authorized (or approved) and utilized, 100 of the 300 pounds may be shipped by air express or air freight. Baggage shipments must be commenced not later than 30 days after completion of travel. Official equipment or supplies when authorized as excess baggage on the travel order will not be charged against the baggage allowance referred to above. Unused baggage allowance (weight) may be added to the household and personal effects allowances provided in paragraph 11a(2) above. When direct jet economy flights are used 66 pounds of baggage per traveler will be allowed.

## 12. SHIPMENT AND STORAGE OF MOTOR VEHICLES

- a. SHIPMENT OF MOTOR VEHICLES.** When shipment of effects is authorized to, from, or between posts abroad, shipment of a private motor vehicle is authorized unless use of the vehicle at the prospective post is precluded by cover or local conditions; however, shipment need not be authorized wherever it is more expedient for the employee to travel to his prospective post by means of the vehicle. Not more than one vehicle per family may be shipped at Government expense, regardless of the number of employees in the family, except that in the case of two employees who marry abroad, each having shipped a vehicle from headquarters, the foregoing limitation shall not apply until one or both employees return to headquarters. The beneficial ownership (without regard to liens, mortgages, etc.) of the vehicle must be vested in the employee or a dependent, and the vehicle must be for their personal use, and the employee must so certify in writing before the travel order is issued. An encumbered vehicle may not be shipped unless the encumberer agrees in writing to the shipment. Shipment of a privately owned motor vehicle acquired en route is not authorized incident to resignation, retirement, or separation. (See subparagraph g, below.)
- b. PORT DELIVERY AND PICK-UP.** An employee may personally transport his vehicle to and from port and be reimbursed for common carrier fare one way and mileage one way, but not to exceed the cost of transporting the vehicle by commercial means. Travel time for this purpose is chargeable to leave.
- c. PERFORMANCE AND ALLOWABLE EXPENSES.** Shipment of vehicles shall be in accordance with provisions governing shipment of effects, where practicable, with respect to allowable expenses, time of shipment, and use of United States ships, except that the cost of storage en route is only allowable to the extent necessary incident to transshipment. (See subparagraph g, below.)
- d. REPLACEMENT.** Upon completion of four years' continuous service abroad and after four years following the date of transportation of a motor vehicle at Government expense, an employee is authorized shipment of a replacement vehicle for his use abroad except when it is apparent that the replacement vehicle will be used for a period of six months or less. Shipment of a vehicle to be used for six months or less will not be arranged by an employee until he has secured special approval from the Chief of Station or Base in the light of transportation needs, availability of local transportation, and other factors. Home leave, emergency leave, or temporary duty in the United States during or between permanent duty assignments abroad does not constitute a break in continuous service abroad. The Deputy Director (Support) may authorize the